

DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

January 22, 2004 MEETING

MINUTES

Members Present

Lee Campbell	BLM
Vickie Romero,	BOR
Bert Simon	USGS
Mark Newcastle	FW&S
Gina Johnson	MMS
Pat Corrigan	OS
Jim Chase	NBC

Members Absent

Margaret Quick	OSM
Ruth Smith	BIA
Jerry Buckbinder	NPS

Guests

Mark Hall	NBC
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New Council Representatives

The Council welcomed Jim Chase to the meeting. Jim has responsibility for the NBC's print plant and electronic design and publishing. He will replace the Council's longtime member, Marvin Savoy.

Linda Meyers will no longer be representing the Parks Service. Jerry Buckbinder, Park's Printing Officer will be their representative.

The Council says thank you and good by to both Linda and Marvin. We appreciate their insight and support over the past several years.

Elections

Lee Campbell and Bert Simon were nominated elected as Chairman and Vice Chairman respectively. We wish to thank Mark Newcastle the outgoing Vice Chair for his help and support over the past several years. He has been the driving force behind the web site development and hosting and other key Council initiatives. Mark has agreed to continue to support the Council's web site and at least for this year, pay for the usage of the DOI video conferencing room.

Charter

The Charter is on the move! It is being circulated among the members for signature. Once all the bureau representatives sign it, it will be signed by the Department and we will have passed another milestone.

GAO Survey of the GPO

GAO is conducting two surveys relating to the use of GPO and customer satisfaction of their services. The customer satisfaction survey was short and easy to complete, however the other survey entitled, "Survey to the Printing Officer of Executive Agencies," is very comprehensive

and requires multiple year usage information. The due date for this survey has been extended to January 23, 2004. Lee will contact GAO and ask that Jim be given access to Marvin's pass code and surveys so that he will be able to complete the surveys for the Office of the Secretary.

There were several questions about how to report duplicating and copy center activities. Duplicating centers will be reported under the category of in house plants and the NBC will report the plant and copy center activities as a complete unit.

USGS Publishing Issues Group (PIG) Workshop – Pub 2003

Pub 2003 was an excellent conference. Greg Allard and his staff did a truly great job at everything. The Council members who were in attendance had the pleasure of dinner with Bruce James the Public Printer and his assistant Jim Bradley on Sunday evening. The Public Printer gave an insightful presentation on Monday morning that helped everyone to gain a better idea on where GPO is going in the future.

At the Conference, Lee spoke to the Chair of the DOI Internet Council and invited her or her representative to attend our meetings and the invitation was extended to us to attend their meetings. Lee also invited Jim Bradley and the Public Printer to attend an upcoming Council meeting.

Procurement and Property Management Workshop – 2005

Every two years, PAM hosts a Procurement and Property Management Workshop for the Department. The next workshop will be in 2005. Pat invited the Council to attend and consider hosting a track. The workshop will probably be held in the Washington, DC area. Pat will keep us informed as the planning progresses.

Letterhead

There have been some problems with the Department's letterhead contractor producing the letterhead in the bureau format. A BLM office and USGS have run into design conflicts. When using the letterhead contractor, it is important that a mockup or camera copy be provided along with the requisition. If there are still problems, Denver's letterhead contract is available for Departmental use.

DOI Policy on Copying

The draft revised Government Printing and Binding Regulations contain a definition for copying. The Council has been trying for a year to get GPO to approve the adoption of the copying definition for Departmental use. This would shift the approval for jobs of 500 copies per original or 2,500 in the aggregate from the JCP to the Council (the Department's CPPMO). After many discussions, there is still no word from GPO on our request. Lee and Bert are going to develop a policy statement for Council comments prior to the next meeting. The intent will be to develop a policy and ask for GPO concurrence. No response would mean concurrence.

Next Meeting

Our next meeting is scheduled for February 26, 2004.

See you there!

Agenda Items for February

Status of 314 DM, Charter, and JCP waiver

Update on the OMB/GPO “Compact.”

Review of the Department’s policy on copying